

Position Announcement
Policy Analyst
Washington State Senate Democratic Caucus
Closing Date: June 15

The Washington State Senate Democratic Caucus (SDC) is seeking an individual who values public service to join a professional staff that provides policy and strategic support to Democratic Senators. The SDC is hiring a policy analyst. Issues to be covered include at least two of the following Senate committees: 1) International Trade, Economic Development and Management; 2) Consumer Protection and Housing; 3) Financial Institutions and Insurance; and 4) Agricultural and Rural Economic Development. Caucus staff typically cover at least two committees.

POSITION DESCRIPTION: Work with analysts, attorneys and writers to help Democratic Senators develop legislation. Responsibilities include:

- Anticipate public policy challenges, explore options, make recommendations.
- Work with Senators, citizens, interest groups, and government officials to find workable solutions to complex problems and advance a Democratic legislative agenda.
- Draft legislation, amendments and briefing papers.

SALARY AND BENEFITS: This full-time exempt position includes vacation, sick leave, paid state holidays, retirement, social security, health, life and other optional insurance. Salary depends upon qualifications and experience.

SKILLS

- Work under the pressure and time constraints of a legislative session
- Research and analyze complicated public policy issues
- Research laws and professional literature
- Work in teams as well as independently
- Be pro-active and self-directed
- Communicate clearly and concisely in writing and orally
- Handle multiple projects simultaneously
- Appreciate diverse viewpoints
- Think strategically, both short term and long term
- Deal with conflicting and fast-changing demands on your time and skills

QUALIFICATIONS

- Minimum of 5 years of public policy or related work experience in at least one of the following areas: agriculture, banking and insurance, consumer protection, economic development (rural and/or urban), housing
- Graduate degree in public administration, business administration, economics, law or other relevant field
- Knowledge of the legislative process

TO APPLY: Please submit by June 15th

1. Your resume
2. A letter of interest responding to items in this announcement
3. A list of references with current phone numbers
4. Recent samples of your writing (2 to 3 brief examples)

TO:

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